

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION

POSITION TITLE: PHYSICAL EDUCATION/ATHLETICS COORDINATOR

POSITION LOCATION: ASDB/PDSB

POSITION REPORTS TO: Director of Student Life

POSITION SUPERVISES: Physical Education Teachers, Coaches, and Recreation Staff

MINIMUM QUALIFICATIONS: Bachelor's Degree in Physical Education (PE) or Adaptive PE or two years physical education teaching experience, two years coaching experience, Arizona teaching certificate, current certification in CPR/First Aid

PREFERRED QUALIFICATIONS: Master's Degree in PE, Adaptive PE, Sports Sciences, or related field in education; three years' PE teaching experience, and three years coaching experience. Administrative/supervisory course work or degree and certifiable in Arizona as a supervisor.

MAJOR DUTIES AND RESPONSIBILITIES: Develop and implement physical education, athletic, and leisure/recreation programs for the students on the Tucson/Phoenix campus of ASDB; schedule students, in cooperation with principals, into physical education classes; schedule appropriate in-services for physical education, coaching, and recreation staff; ensure the development of student IEPs for physical education and adapted physical education; evaluate physical education, coaching, and recreation staff; ensure appropriate communication with other programs providing educational equipment in physical education, athletics, and leisure/recreation programs operated on the Tucson/Phoenix campus of ASDB; manage budget for physical education, athletics, and leisure/recreation programs; ensure the development of curriculum for physical education; Tucson/Phoenix campus of ASDB; (implement expanded leisure/recreation services to residential students on the Tucson campus only of ASDB.)

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required. May be required to work evenings and weekends. May be required to drive and travel with teams out of town as needed. Participation in Athletic Director conferences may be required.

PAY PLAN: <u>Certified/CS4</u>	GRADE: <u>Open</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised: 7/2006</u>
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